Table of Contents

EXHIBIT 5.

ROANOKE LIBRARY COMPREHENSIVE STUDY
NEW FACILITY RECOMMENDATIONS

ORGANIZATION MAXIMIZING STAFF RESOURCES

The organization of the contemporary library responds to both the library customer and library personnel by workflow, visual identity, activity level and collection relationships. Space is defined by its activity level from the active (noise) to research and reference (quiet). The following graph depicts in a linear flow the path of a patron moving along activities/spaces from active-public zones to quiet-private zones.

Reference	NON Fiction	Fiction	Periodicals	AV

QUIET ← PATRON → ACTIVE

- Lobby
- Café / Vending
- Friends Shop
- Multi-Purpose Rm.

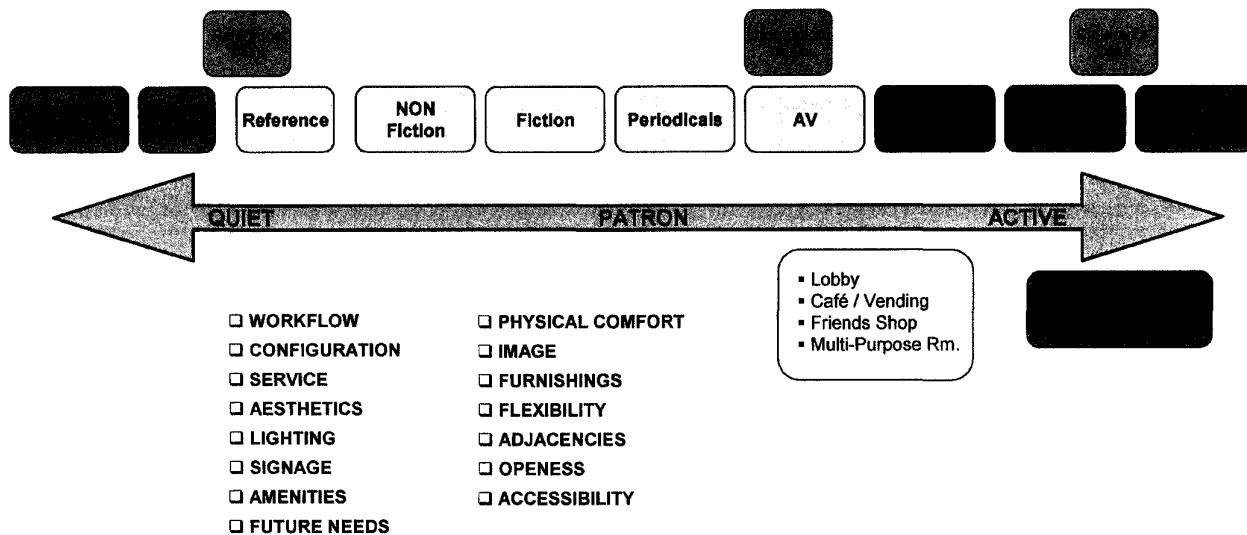|	
❑ WORKFLOW	❑ PHYSICAL COMFORT
❑ CONFIGURATION	❑ IMAGE
❑ SERVICE	❑ FURNISHINGS
❑ AESTHETICS	❑ FLEXIBILITY
❑ LIGHTING	❑ ADJACENCIES
❑ SIGNAGE	❑ OPENESS
❑ AMENITIES	❑ ACCESSIBILITY
❑ FUTURE NEEDS	

EXHIBIT 5.

# NEW FACILITY RECOMMENDATIONS

LEVEL 1 NEIGHBORHOOD CENTER

The first service level or library outlet in a library system is the "**neighborhood center**". This may be an existing branch or a kiosk (e-Branch Library). This neighborhood library service point can be a stand-alone kiosk computer located in the City of Roanoke neighborhood community center or other public venues such as a retail mall.

EXAMPLES:

R. B. Hoover Public Library
Waco, Texas
10,000 SF Library in a
retail storefront

Adult Collection Area
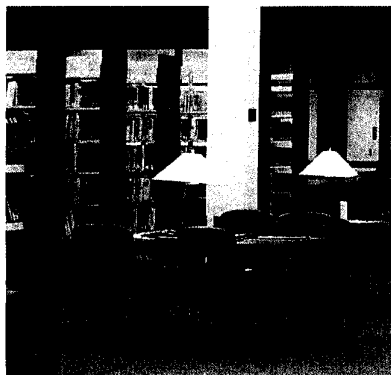
R .B. Hoover Public Library
Waco, Texas
10,000 SF Library in a
retail storefront

Children Collection Area
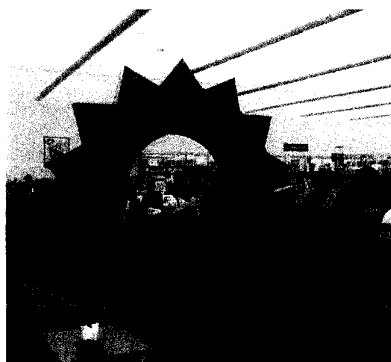
Information Kiosk
Retail Shopping Center
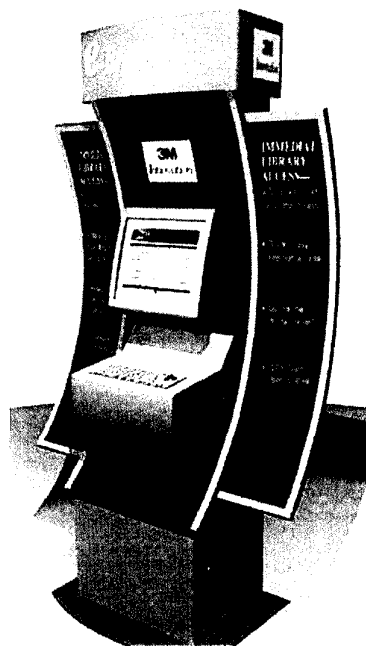
The **e-Branch Library** *by 3M* allows the Library to access a variety of library services such as:

- *Check library calendar events and programs*
- *Sign up for events and programs*
- *Check availability and location of a requested book*
- *Place a reserve on a book*
- *Request library material be delivered to residence or business*
- *Pay library fines*
- *Research topics*
- *Receive fax information from the "Ready Reference" service*
- *Conduct a real time dialogue with a "Ready Reference" librarian*
- *Obtain other City, County and regional information*
- *Access internet and email*
- *24 HOURS EVERY DAY , ALL DAY*

EXHIBIT 5.

NEW FACILITY RECOMMENDATIONS

LEVEL 2 FULL SERVICE CENTER LIBRARY
The "full service branch library" will provide the community with a strong collection, bibliographic assistance, electronic collection access, computer training and meeting and study spaces within 28,000 – 30,000 SF. Self-check out systems will free staff for more customer service and program opportunities. Drive up book drops and 24/7 material access will enhance

EXAMPLE: library service and provide a significant public relations return on the capital investment.

"FULL SERVICE BRANCH MODEL"   WHAT DO YOU THINK?

MEETING PLACES

① Multi-Purpose Room

② Group Study Rooms

③ Study Rooms

④ Quiet Reading Room

⑤ AV/Multi Media Rooms

⑥ Outdoor Reading Garden/Courtyard

⑦ Outdoor Imaginarium Garden

⑧ Staff Courtyard

LIBRARY SERVICES

1 Returns

2 Guest Services

3 Drive-up Returns

4 Drive-up Services

5 Public Copy Room

6 Friend's Book Store

7 Close, accessible parking

SPECIAL FEATURES

 Café / Vending

 Reader's Treehouse

Theatre Storytime Theater

 Art Studio

 Computer Lab

 Teen Roanoke

ⓘ Information Stations	Automated Book System
Express E-mail	Homework Center
Self Check Out	Book Security
E-Catalog	△ Children's Collection
	△ Adult Collection
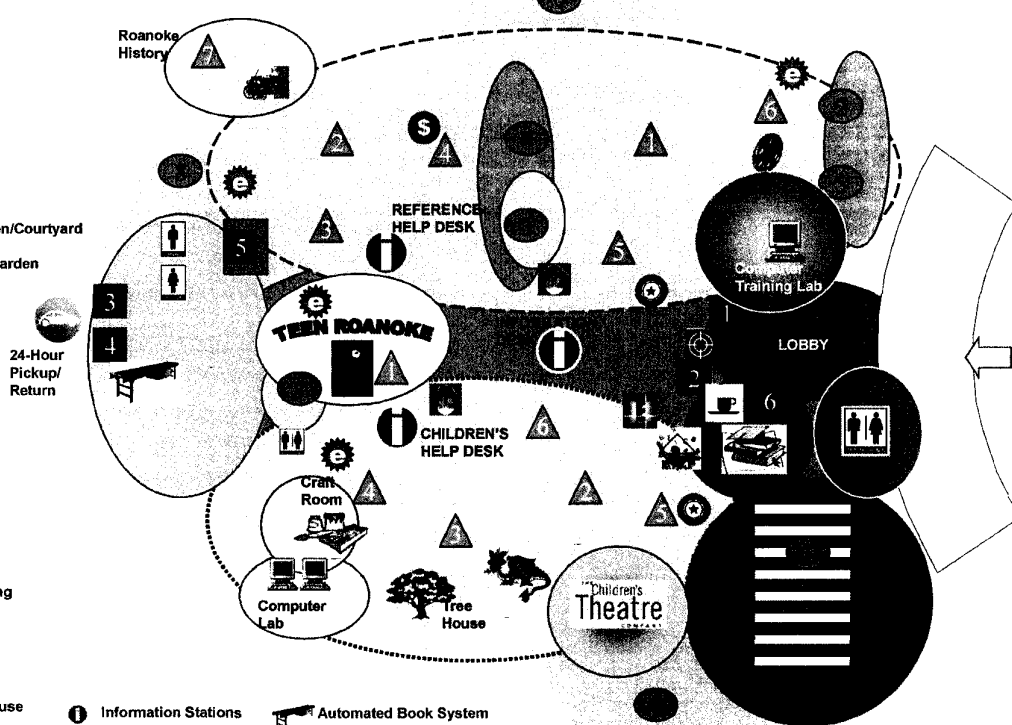
This "Service Model" captures all of the programs, services and features identified during the Focus Group and Public discussions. It is a visual representation of programs and services and it is not intended as an actual facility plan

EXHIBIT 5.

NEW FACILITY RECOMMENDATIONS

LEVEL 2 FULL SERVICE CENTER LIBRARY

BUILDING PROGRAM

Description	Sq.Ft. Needs
I. Public Entrances and Lobby	
101 Main Entrance	0
102 Lobby	800
103 Public Restrooms	800
104 Friend's Bookstore/Storage	350
104a Friend's Storage – Near Shipping/Receiving	150
105 Security Desk	0
106 Security Office	0
107 Janitor Closet	70
108 Vending/Coffee Shop	120
Subtotal	2290

Description	Sq.Ft. Needs
II. Meeting / Training Rooms	
201 Multi Purpose Room (100-150 seats) After Hour Access	2000
202 Storage Room – Off of Space 2.01	150
203 AV Control – Off of Space 2.01	100
204 Kitchenette – Off of Space 2.01	125
205 Conference Room – 25 Person	500
206 Electric Resource Center (15 terminals + 1 for Instructor)	850
207 (1) A/V Preview and Listening Room – 2 Person	105
208 (1) Multi-Media Rooms – 2 Person	83
209 Study Rooms	
210 (3 at 61 SF each) 2 Person	183 total
211 (1) 4 Person	150
212 (1) 6-8 Person	170
	4,416

Description	Sq.Ft. Needs
III. Circulation Services	
301 Circulation Service Desk (check-in and check-out)	500
302 Circulation Work Area	1,000
Subtotal	1,500

Description	Sq.Ft. Needs
IV. Adult Services	
401 Adult Reference Desk	300
402 Adult Collection & Reader Seating	10,520
Fiction, Non Fiction, Reference, Govt. Documents, AV, New Books, Periodicals, and Periodical Backfiles	
403 Genealogy/Local History (Special Collection)	750
404 Young Adult Collection & Seating (TEEN ROOM)	1,000
405 Public Copier Room	120
406 Business/Health Center	350
Subtotal	13,040

Description	Sq.Ft. Needs
V. Children Services	
501 Children Service Desk	125
502 Children Service Office/Workroom	300
503 Children Collection and Reader Seating	4,000
504 Story Time and Storage	800
505 Craft Room	350
506 Children Public Restrooms (Family Restroom)	120
Subtotal	5,695

EXHIBIT 5.

NEW FACILITY RECOMMENDATIONS

LEVEL 2 FULL SERVICE CENTER LIBRARY

VI. Administrative and Staff Area

6.01	Staff Work Area	1,500
	Receptionist, Circulation, Technical Services	
	Administration, Desktop/Graphics, Repairs/Processing	
	Book and Audio/Visual Mending,	
	Director, Assist. Director., Libr. Superv. Office	
6.02	Staff Conference Room - 10 to 12 Person	250
6.03	Network Server Room	150
6.04	Computer Work Room/Office	150
6.05	Storage	160
6.06	Copy/Mail Center	175
6.07	Book Drop (Check-in/Shelving Preparation)	500
	Drive-up Book Drop with automated book sorting system	
	Subtotal	**2,885**

VII. Miscellaneous Staff Areas

7.01	Shipping & Receiving	175
7.02	Loading Dock	0
7.03	Staff Entrance	0
7.04	Staff Lounge	450
7.05	(2) Staff Restrooms/Lockers/Janitor Closet	400
7.06	Central storage	145
7.07	Data Distribution Closet	90
7.08	Electrical Room	200
7.09	Fire Riser Room	60
	Subtotal	**1,520**
	TOTAL SF	**27,780**
	8.00% Non-Assignable	**2,222**
	Grand Total	**30,002**

EXHIBIT 5.

NEW FACILITY RECOMMENDATION

LEVEL 2 FULL SERVICE CENTER LIBRARY

COLLECTION ALLOCATION

AREA	Stack Height	100% Items	Shelves Required	Shelves per Stack	Stacks Allocated	120% Items
ADULT						
Adult Fiction (27/shelf)	84"	24192	896	14	64	29030.4
Adult Non-Fiction (27/shelf)	84"	25704	952	14	68	30844.8
Large Print (30/shelf)	84"	1700	57	14	0	2040
Adult Reference (20/shelf)	48"	3168	158	6	24	3801.6
Spanish Collection (27/shelf)	84"	5292	196	14	14	6350.4
Genealogy/Local History (27/shelf)	84"	1512	56	14	4	1814.4
Audio/ Video (22/shelf)	84"	5280	240	10	24	6336
Non-Music Recorded Media (22/shelf)	84"	404	18	10	0	484.8
Recorded Music (22/shelf)	84"	2050	93	10	0	2460
Periodicals (3/shelf)						
Adult Magazines (3/shelf)	84"	270	90	6	15	324
New Adult (3/shelf)	84"	15	5	6	0	18
1 Periodical Backfiles						
Literacy (25/shelf)	84"	1400	56	14	4	1680
2 New Book (display)						
TOTAL of Adult		70,987				85,184
CHILDREN						
Picture/Easy (62/shelf)	48"	9300	150	6	25	11160
J Non-Fiction (50/shelf)	66"	12500	250	10	25	15000
J Fiction (50/shelf)	66"	12500	250	10	25	15000
Audio/Visual/Rec. Music (22/shelf)	66"	1320	60	10	6	1584
J Reference (30/shelf)	48"	1680	56	8	7	2016
3 Periodicals (3/shelf)	48"	63	21	3	7	75.6
4 Spanish Collection (50/shelf)	66"	7000	140	10	14	8400
TOTAL		44,363				53,236 |6
YOUNG ADULT						
Young Adult (27/shelf)	84"	3780	140	14	10	4536
TOTAL		3,780				4,536 |6
TOTAL of Children and YA		48,143				57,772
TOTAL Collection		119,130				142,956 |5

Assumptions
1 Backfiles (1 year back) to be located on floor
2 New Book Collection To Be Determined
3 Current Collection allocation includes 1 year back issue (actual subscription count not defined)
4 Collection includes Bilingual, Fiction, Non-Fiction and Reference
5 Total Build Out of Collection at 120%
6 Collection may include Spanish and English

EXHIBIT 5.

NEW FACILITY RECOMMENDATIONS

LEVEL 2 FULL SERVICE CENTER LIBRARY

COMPUTER SUMMARY

	Count	Total
Adult Collection		
Computers	21	
Opac Computers	10	
Express Email Computers	2	
Computer Lab (15 + 1)	16	
Local History		
Computers	1	
Opac Computers	0	
Children Collection		
Computers	7	
Opac Computers	4	
Young Adult Collection		
Computers	4	
Total Public Computers		65
Self Check-out Machines	3	

SEATING SUMMARY

Adult Area	Count	Total
Lounge	22	22
4 Person Tables	7	28
2 Person Tables	8	16
Public Computer Area	1	21
Computer Lab	1	16
Multipurpose Room	1	120
Conference Room	1	25
Staff Conference Room	1	10
4 Person Study Room	1	4
2 Person Study Room	3	6
AV Preview Listening Room	1	2
Multimedia Room	1	2
Local History		
Lounge	0	0
12 Person Table	1	12
MicroForm Readers	2	2
Self Checkouts	3	
Total Adult Seating		286

Young Adult Area	Count	Total
Lounge	9	9
4 Person Tables	3	12
Seats at Computers	4	4
Total Young Adult Seating		25

Staff Area	Count	Total
Lounge	6	6
4 Person Tables	2	8
Staff Workstations	0	0
Computer Repair	2	2
Circulation	6	6
Technical Services	6	6
Adult Services	5	5
Director's Office	1	1
Financial Analyst	1	1
Receptionist	1	1
Mail Area	3	3
Acquistions/Receiving	2	2
Repairs/Processing	3	3
Book Drop	1	3
Computer Work Room	1	2
Network Server	0	0
Circulation Desk	1	2
Reference Desk	1	3
Children's Desk	1	2
Total Staff Seating		56

Children's Area	Count	Total
Lounge		
Single Person	6	6
(2) Person	8	14
4 Person Tables	12	36
Story Hour/Craft	50	50
Seats at Computers	7	7
Workroom	1	5
Office	1	1
Total Children Seating		119

EXHIBIT 5.

NEW FACILITY RECOMMENDATIONS

LEVEL 3 RESOURCE OR REGIONAL LIBRARY

The "resource or regional library" would house all the functions of the "Full Service Branch" plus special collections or services. A downtown location, for example may have some or all of the following additional program requirements.

EXAMPLE:

A NEW "RESOURCE/RESEARCH" MODEL

This "Main Idea" captures all of the programs, services and features identified during the Focus Group and Public discussions. It is a visual representation of programs and services and it is not intended as an actual facility plan

MEETING PLACES

① Outdoor Imaginarium Garden

② Study / Tutoring Rooms

③ AV/ Multi Media Rooms

④ Outdoor Reading Garden

⑤ Auditorium – Multi Purpose Room 200 seat min. w/ stage

LIBRARY SERVICES

■ Returns

■ Guest Services

■ Drive-up Returns

■ Drive-up Services

■ Public Copy Room

■ Friend's Book Store

■ Close, accessible parking

■ Computer Training Lab

SPECIAL FEATURES

Café / Vending

Reader's Treehouse

Theatre Storytime Theater

Art Studio

Computers

Training Lab

Teen Roanoke

Children's Collection

Adult Collection

❶ Information Stations

Express E-mail

Self Check Out

E-Catalog

Automated Book System

Homework Center

Book Security

Building Security

24/7 Holds

Law Library 24/7 Entry

Entry to Below Grade Parking

Theatre

Children's Collection

CHILDREN'S COLLECTION

RECREATIONAL ADULT COLLECTION

Mini BRANCH

Retail

RETAIL

LOBBY/GALLERY

RETAIL

24/7 MAIN Entry
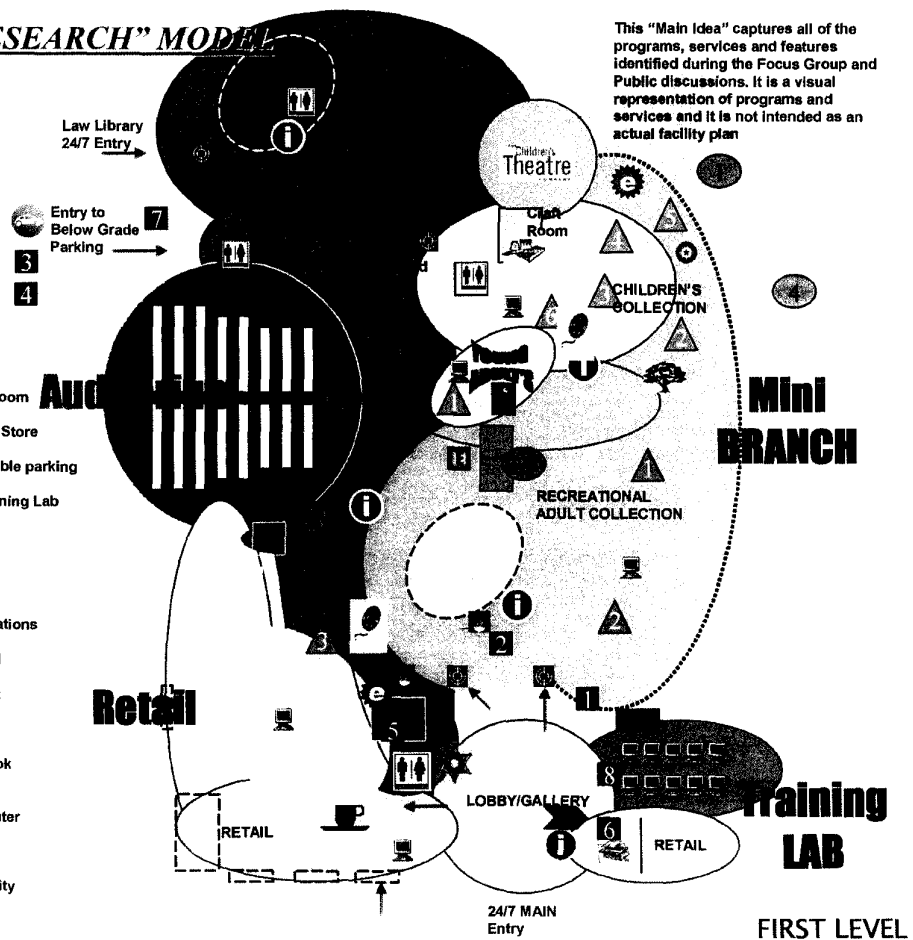
Training LAB

FIRST LEVEL

EXHIBIT 5.

NEW FACILITY RECOMMENDATIONS

LEVEL 3 RESOURCE OR REGIONAL LIBRARY (cont.)

EXAMPLE:

A NEW "RESOURCE/RESEARCH" MODEL

MEETING PLACES

- Conference Rooms
- Group Study / Tutoring Rooms
- Study / Tutoring Rooms
- Quiet Reading Room
- Staff Terrace
- Terrace Reading Balconies

LIBRARY SERVICES

- Public Print Center

SPECIAL FEATURES

- Computers
- Information Stations
- Express E-mail
- Self Check Out
- E-Catalog
- Automated Book System
- Non Fiction
- Virginia Room
- Genealogy
- Business, Career, Financial
- Reference – Business
- Periodicals
- Rare Book Room
- Books on Tape
- Archival - Digitizing
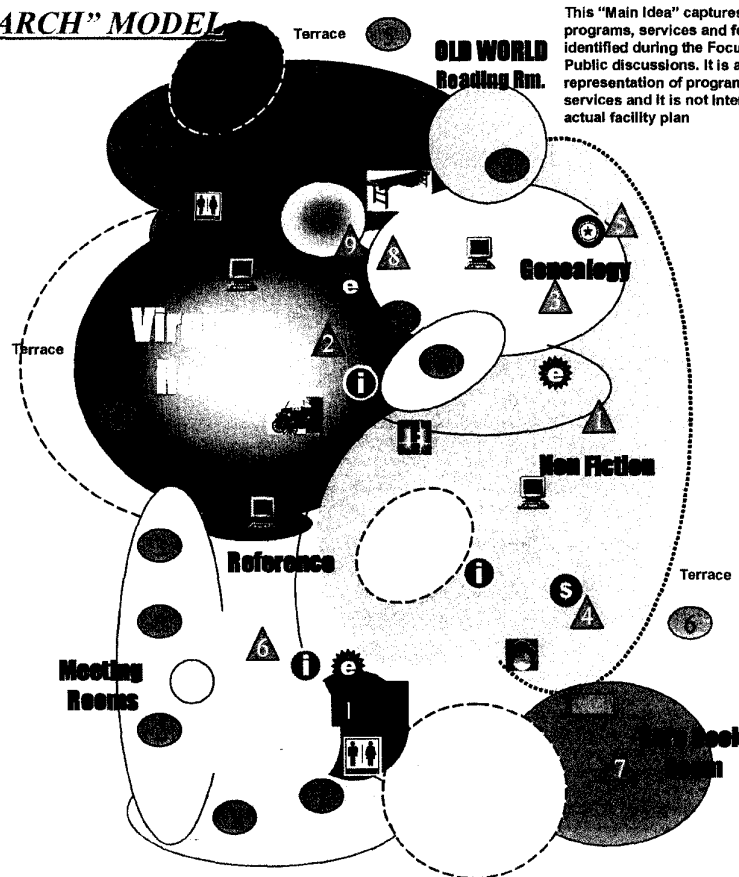
Terrace

OLD WORLD Reading Rm.

This "Main Idea" captures all of the programs, services and features identified during the Focus Group and Public discussions. It is a visual representation of programs and services and it is not intended as an actual facility plan

Genealogy

Non Fiction

Reference

Terrace

Terrace

Meeting Rooms

SECOND LEVEL

EXHIBIT 5.

NEW FACILITY RECOMMENDATIONS

LEVEL 3 RESOURCE OR REGIONAL LIBRARY

BUILDING PROGRAM

Description	Sq.Ft. Needs	
I. Public Entrances and Lobby		
1.01 * Main Entrance	0	
1.02 * Lobby	944	
1.03 * Public Restrooms	819	
1.04 * Commons Area (Gallery, Display and Information Center Kiosk)	1945	
1.05 * Friend's Bookstore/Storage	393	
1.06 ** Security Desk	105	
1.07 ** Security Office	80	
1.08 * Janitor Closet	70	
1.09 * Vending/Coffee Shop	130	
1.10 * A/V Storage	100	
Subtotal		4586

* Spaces off of Central Core of Library
** Space within Library but has visual control to Entry

Description	Sq.Ft. Needs	
II. Meeting Rooms		
2.01 * Multi Purpose Room (150-200 seats) After Hour Access	3,025	
2.02 Storage Room – Off of Space 2.01	161	
2.03 AV Control – Off of Space 2.01	91	
2.04 Kitchenette – Off of Space 2.01	148	
2.05 * Conference Room – 25 Person	552	
2.06 Conference Room – 25 Person	552	
2.07 * Computer Training Area/Lab (25 terminals + 1 for Instructor)	982	
Subtotal		5,511

* Spaces off of Central Core of Library

Description	Sq.Ft. Needs	
III. Circulation Services		
3.01 Circulation Service Desk (check-in and check-out)	777	
3.02 Circulation Work Area	2,870	
Subtotal		3,647

Description	Sq.Ft. Needs	
IV. Adult Services		
4.01 Adult Reference Desk	495	
4.02 Adult Collection & Reader Seating	18,762	
Fiction, Non Fiction, Reference, Govt. Documents, AV, New Books, Periodicals, and Periodical Backfiles		
4.03 Genealogy/Local History	1,154	
4.04 Conference Room – 10 Person	240	
4.05 Young Adult Collection & Seating	1,300	
4.06 A/V Preview and Listening Room – 2 Person	103	
4.07 (4) Multi-Media Rooms – 2 Person	335 total	
4.08 Study Rooms		
4.08a (6 at 58.3 SF each) 2 Person	350 total	
4.08b (2 at 150 SF each) 4 Person	300 total	
4.08c (2 at 162.5 SF each) 6-8 Person	325 total	
4.09 (2) Public Copiers (on floor or single room)	100	
4.10 Business/Health Center	650	
4.11 Special Collections	10,000	
Subtotal		34114

Description	Sq.Ft. Needs	
V. Children Services		
5.01 Children Service Desk	125	
5.02 Children Service Office	110	
5.03 Children Collection and Reader Seating	5,890	
5.04 Story Hour/Storage	900	
5.05 Craft Room	310	
5.06 Work Room	235	
5.07 Children Public Restrooms (Family Restroom)	120	
Subtotal		7690

EXHIBIT 5.

NEW FACILITY RECOMMENDATIONS

LEVEL 3 RESOURCE OR REGIONAL LIBRARY

VI. Administrative and Staff Area

6.01	Staff Work Area	3,321
	Receptionist, Circulation, Technical Services	
	Administration, Desktop/Graphics, Repairs/Processing	
	Book and Audio/Visual Mending,	
	Director, Assist. Director., Libr. Superv. Office	
6.02	Staff Conference Room	275
6.03	Network Server Room	158
6.04	Computer Work Room/Office	210
6.05	Storage	145
6.06	Copy/Mail Center	325
6.07	Book Drop (Check-in/Shelving Preparation)	500
	Drive-up Book Drop with automated book sorting system	
	Subtotal	**4,934**

VII. Miscellaneous Staff Areas

7.01	Shipping & Receiving	205
7.02	Loading Dock	0
7.03	Staff Entrance	0
7.04	Staff Lounge	490
7.05	Staff Restrooms/Lockers/Janitor Closet	412
7.06	Central storage	146
7.07	Data Distribution Closet	89
7.08	Electrical Room	220
7.09	Fire Riser Room	60
7.10	Elevator/Mach. Room	200
7.11	(3) Stairs	800
	Subtotal	**2,622**

TOTAL SF	**63,104**
8.00% Non-Assignable	**5,048**
Grand Total	**68,152**

EXHIBIT 5.

NEW FACILITY RECOMMENDATIONS
LEVEL 3 RESOURCE OR REGIONAL LIBRARY

COLLECTION ALLOCATION

AREA	Stack Height	100 % Items	Shelves Required	Shelves per Stack	Stacks Allocated	120% Items
ADULT						
Adult Fiction (27/shelf)	84"	51030	1,890	14	135	61236
Adult Non–Fiction (27/shelf)	84"	71820	2,660	14	190	86184
Large Print (30/shelf)	84"	1700	57	14	8	2040
Adult Reference (20/shelf)	48"	3168	158	6	24	3801.6
Adult Reference (20/shelf)	84"	3080	154	10	14	3696
Special Collection (27/shelf)	84"	5292	196	14	14	6350.4
Genealogy/Local History (27/shelf)	84"	1512	56	14	4	1814.4
Audio/ Video (22/shelf)	84"	6600	300	10	30	7920
Non–Music Recorded Media (22/shelf)	84"	404	18	10	0	484.8
Recorded Music (22/shelf)	84"	2050	93	10	0	2460
Government Documents (40/shelf) Federal	84"	5600	255	10	14	6720
Government Documents (20/shelf) State	48"	792	36	6	6	950.4
Government Documents (20/shelf) UN	84"	924	42	7	6	1108.8
1 Periodicals (3/shelf)						
Adult Magazines (3/shelf)	84"	270	90	6	15	324
New Adult (3/shelf)	84"	15	5	6	0	18
Periodical Backfiles						
Literacy (25/shelf)	84"	1400	56	14	4	1680
2 New Book (display)		325				325
TOTAL of Adult		**155,982**				**187,113**
CHILDREN						
Picture/Easy (62/shelf)	48"	23436	378	6	63	28123.2
J Non–Fiction (50/shelf)	66"	37500	750	10	75	45000
J Fiction (50/shelf)	66"	18000	360	10	36	21600
Audio/Visual/Rec. Music (22/shelf)	66"	1320	60	10	6	1584
J Reference (30/shelf)	48"	1680	56	8	7	2016
3 Periodicals (3/shelf)	48"	63	21	3	7	75.6
4 Language Collection (50/shelf)	66"	7000	140	10	14	8400
TOTAL		**88,999**				**106,799** [6]
YOUNG ADULT						
Young Adult (27/shelf)	84"	12474	462	14	33	14968.8
TOTAL		**12,474**				**14,969** [6]
TOTAL of Children and YA		**101,473**				**121,768**
TOTAL Collection		**257,455**				**308,881** [5]

Assumptions
1 Backfiles (1 year back) to be located on floor
2 New Book Collection To Be Determined
3 Current Collection allocation includes 1 year back issue (actual subscription count not defined)
4 Collection includes Bilingual, Fiction, Non-Fiction and Reference
5 Total Build Out of Collection at 120%

EXHIBIT 5.

NEW FACILITY RECOMMENDATIONS

LEVEL 3 RESOURCE OR REGIONAL LIBRARY

COMPUTER SUMMARY

	Count	Total
Adult Collection		
Computers	50	
Opac Computers	10	
Express Email Computers	5	
Computer Lab (24 + 1)	25	
Local History/Special Collections		
Computers	8	
Opac Computers	3	
Children Collection		
Computers	8	
Opac Computers	4	
Young Adult Collection		
Computers	8	
Total Public Computers		121
Self Check-out Machines	5	

SEATING SUMMARY

Adult Area	Count	Total
Lounge	44	44
4 Person Tables	20	80
2 Person Tables	8	16
Public Computer Area	1	25
Computer Lab	1	24
Multipurpose Room	1	200
Conference Room	1	25
Staff Conference Room	1	12
4 Person Study Room	2	8
2 Person Study Room	6	12
AV Preview Listening Room	2	4
Multimedia Room	2	4
Self Checkouts	4	
Local History/Special Collections		
Lounge	10	10
6 Person Table	2	12
4 Person Tables	10	40
2 Person Tables	6	12
MicroForm Readers	2	2
Self Checkouts	1	
Total Adult Seating		530

Young Adult Area	Count	Total
Lounge	9	9
4 Person Tables	4	16
Seats at Computers	8	8
Total Young Adult Seating		33

| **TOTAL SEATING** | | 759 |

Staff Area	Count	Total
Lounge	6	6
4 Person Tables	3	12
Staff Workstations	13	13
Computer Repair	3	3
Circulation	6	6
Technical Services	6	6
Adult Services	5	5
Director's Office	1	1
Assistant Director	1	1
Receptionist	1	1
Mail Area	1	3
Acquistions/Receiving	2	2
Repairs/Processing	3	3
Book Drop	1	4
Computer Work Room	1	2
Network Server	0	0
Circulation Desk	1	3
Reference Desk	1	3
Children's Desk	1	2
Total Staff Seating		76

Children's Area	Count	Total
Lounge		
Single Person	6	6
(2) Person	8	14
4 Person Tables	12	36
Story Hour/Craft	50	50
Seats at Computers	7	7
Workroom	1	5
Office	1	2
Total Children Seating		120